

**STATE OF NEW JERSEY  
LICENSED SITE REMEDIATION PROFESSIONAL  
LICENSURE APPLICATION**

**FREQUENTLY ASKED QUESTIONS (FAQs)**

Persons interested in applying to become a Licensed Site Remediation Professional (LSRP) may obtain the State of New Jersey Licensed Site Remediation Professional Licensure Application Form and the State of New Jersey Licensed Site Remediation Professional Licensure Application Form Instructions from the Site Remediation Professional Licensing Board website at [www.nj.gov/lsrpboard](http://www.nj.gov/lsrpboard).

The Application Form Instructions should be read in their entirety prior to completing the Application Form. Most questions will be answered by the Application Form Instructions. Additional questions that applicants may have are addressed below.

If you have specific questions that are not addressed in the Application Form Instructions or this document, please direct them to the Site Remediation Professional Licensing Board Executive Director Janine MacGregor at 609-984-3424 or [SRPLBoardContact@dep.nj.gov](mailto:SRPLBoardContact@dep.nj.gov).

**FAQ: What are the steps to becoming an LSRP?**

To become an LSRP, an individual must submit an application that demonstrates that he or she meets all of the eligibility requirements. An individual whose application is approved by the Board must then take and obtain a passing score on the LSRP examination. The Board is currently administering the LSRP examination once per year. The next LSRP examination has not yet been scheduled, but is anticipated to be in the Spring of 2017.

**FAQ: When can I submit an application?**

The Board accepts applications beginning approximately six months prior to the next scheduled LSRP examination. The Board will post the dates that applications will be accepted on the Board website at [www.nj.gov/lsrpboard](http://www.nj.gov/lsrpboard). To find out if the Board is currently accepting applications check the website or contact Site Remediation Professional Licensing Board Executive Director Janine MacGregor at 609-984-3424 or [SRPLBoardContact@dep.nj.gov](mailto:SRPLBoardContact@dep.nj.gov).

**FAQ: What are the fees for the application and examination?**

The application fee is currently \$400. No application will be reviewed unless accompanied by the application fee. The application fee also covers the LSRP examination. To be issued a license an individual that obtains a passing score on the examination must first pay the annual license fee of \$900.

## **FAQ: What are the eligibility requirements?**

Each applicant for a license shall demonstrate to the Board that he or she:

1. Holds a bachelor's degree or higher in natural, chemical or physical science or an engineering degree in a discipline related to site remediation, from an accredited institution of higher education;
2. Has at least eight years of full-time professional experience in the field of site remediation, of which at least five years shall have occurred in New Jersey and at least three years shall have occurred in New Jersey immediately prior to submission of the application;
3. Has a minimum of 5,000 hours of relevant professional experience within New Jersey over the five years immediately prior to submission of the application that is of a professional grade and character that indicates the applicant is competent to issue a response action outcome;
4. Has attended and completed the minimum environmental health and safety education and training, provided pursuant to 29 C.F.R. Section 1910.120, no more than one year prior to submission of the application;
5. Has completed a Board-approved course on the State's rules and regulations concerning the technical requirements for site remediation no more than three years prior to submission of the application;
6. Has not been convicted of, or pled guilty to, an environmental crime, any similar or related criminal offense under Federal or state law, or any crime involving fraud, theft by deception, forgery or any similar or related offense under Federal or state law; and
7. Has not had a professional license or certification revoked by any state licensing board or any other professional licensing agency within the previous 10 years.

## **FAQ: What is "full-time professional experience"?**

"Full-time professional experience" means experience in which an applicant is required to apply scientific or engineering principles to contaminated site remediation where the resulting conclusions form the basis for reports, studies or other documents connected with the remediation of a contaminated site. The Board may consider the applicant's work activities, field of practice, duration of employment, and work products prepared in determining the credit to be allowed for professional experience. The Board may allow applicants with relevant advanced degrees up to two years of credit for professional

experience, of which one year of credit may be awarded for applicants who have earned a master's degree in a relevant field of study and up to two years of credit may be awarded for applicants who have earned a doctorate degree in a relevant field of study.

**FAQ: What is “relevant professional experience”?**

“Relevant professional experience” means experience working on New Jersey remediation cases. To prove relevant professional experience, the applicant must demonstrate that he or she has:

(a) Knowledge of and experience with implementing the technical, scientific and regulatory aspects of site remediation, including experience investigating, designing, implementing and/or managing within each phase of the site remediation process:

1. Preliminary Assessment;
2. Site Investigation;
3. Remedial Investigation; and
4. Remedial Action;

(b) Produced, or participated in producing, workplans and/or reports for each phase of the site remediation process; and

(c) Knowledge of and experience with meeting the Department’s administrative requirements, including but not limited to, requirements pertaining to submittal of forms, regulatory and mandatory timeframes, applicable fees, presumptive remedies, remedial action permits and public notification.

**FAQ: How many hours per week must I work to be considered “full-time”?**

In order to claim full-time professional experience, the applicant must have worked at the firm an average of at least 40 hours/week, with an average of at least 20 hours/week devoted to the application of scientific or engineering principles to contaminated site remediation where the resulting conclusions form the basis for reports, studies or other documents connected with the remediation of a contaminated site.

**FAQ: Do I have to provide time sheets with my application to document my hours?**

You do not need to provide timesheets, but may estimate your hours using a reasonable methodology.

**FAQ: What are the Board-approved courses on the State's rules and regulations concerning the technical requirements for site remediation?**

Case Study Training for LSRPs – provided by Rutgers NJAES – Office of Continuing Professional Education (2013-010)

**FAQ: How can I find out the status of my application?**

The Board will notify an applicant of its decision to approve or deny an application no later than 60 days after the Board receives a complete application or additional information, if required.

**FAQ: What is the process to register for the examination?**

When the Board approves an application, the Board will notify the applicant that he or she is a candidate for the LSRP examination. The notification will include information concerning registration for the next scheduled LSRP examination.

The notification will also include an LSRP Examination Candidate Agreement, which will include the rules concerning the examination. No person will be permitted to take the examination unless he or she signs a statement certifying that he or she has read the LSRP Examination Candidate Agreement and agrees to abide by its terms.

**FAQ: How can I prepare for the examination?**

Information about the format and content of the examination can be found in the Candidate Bulletin at [www.state.nj.us/dep/srp/srra/l srp/LSRP\\_Candidate\\_Bulletin.pdf](http://www.state.nj.us/dep/srp/srra/l srp/LSRP_Candidate_Bulletin.pdf).

**FAQ: What are my options if I do not pass the examination?**

If you do not pass the examination you must submit a new application. The Board will post the dates that applications will be accepted on the Board website at [www.nj.gov/l srpboard](http://www.nj.gov/l srpboard).

**FAQ: I have a disability covered under the Americans with Disabilities Act, will I be accommodated?**

If you indicate that you have a disability on the Licensure Application Form accommodations will be made for you at the examination.